



USER MANUAL

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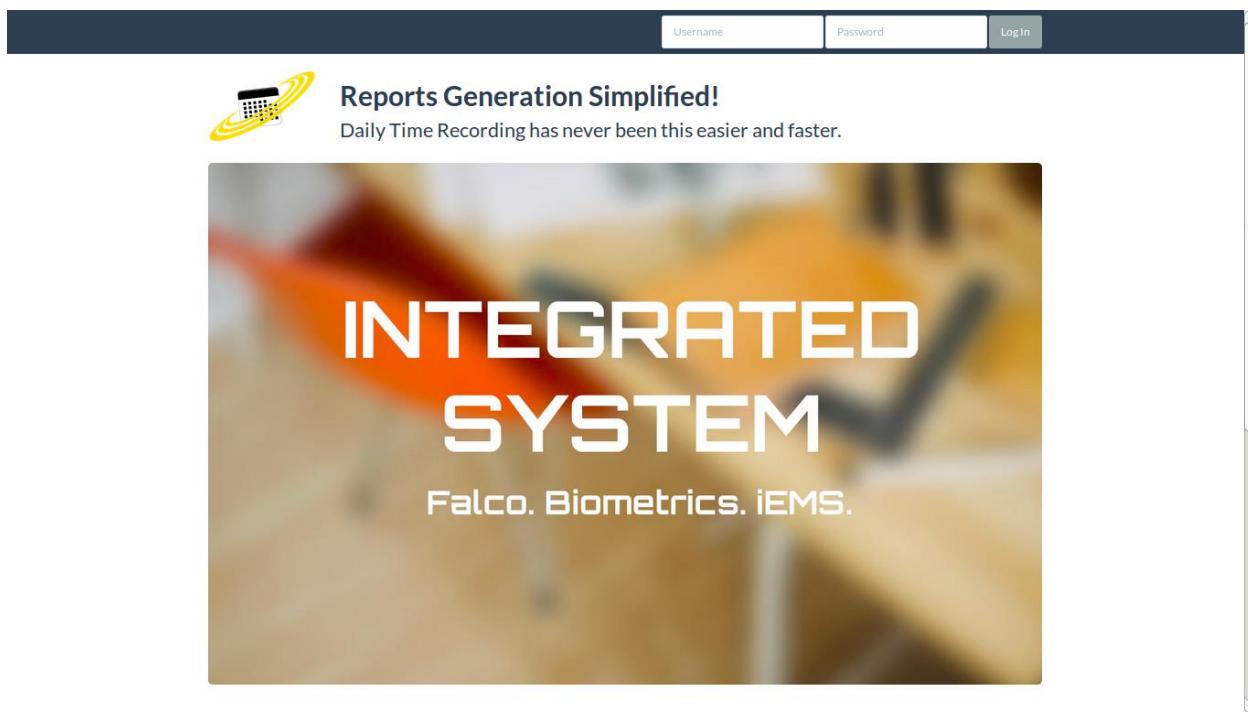
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General Information

A. System Overview

The FBI Integrated System is an automated system that aims to efficiently perform the Daily Time Recording (DTR) of the company's employees.



The FBI Integrated System combines the functions of the three systems currently used in the company, namely **Falco-Ecom Access Control System** (Falco), **MustardSeed Time and Attendance Management System** (Biometrics) and the **iRipple Employee Management System** (iEMS). These functions are crucial in preparing for the employees' Daily Time Recording and determining their payroll.

The input files for the system are the downloaded or exported files from the three systems mentioned above. The **Falco TXT** file from the Falco-Ecom Access Control System, the **Biometrics CSV** file shall come from the MustardSeed Time and Management System, and the **iEMS CSV** file from the iRipple Employee Management System (iEMS).

B. Organization of the Manual

To better understand the system, this manual is divided into three parts: input files, system access, and system use. These parts will show how the user can easily work on the generation of reports needed by the company's Human Resources (HR) and Accounting department.

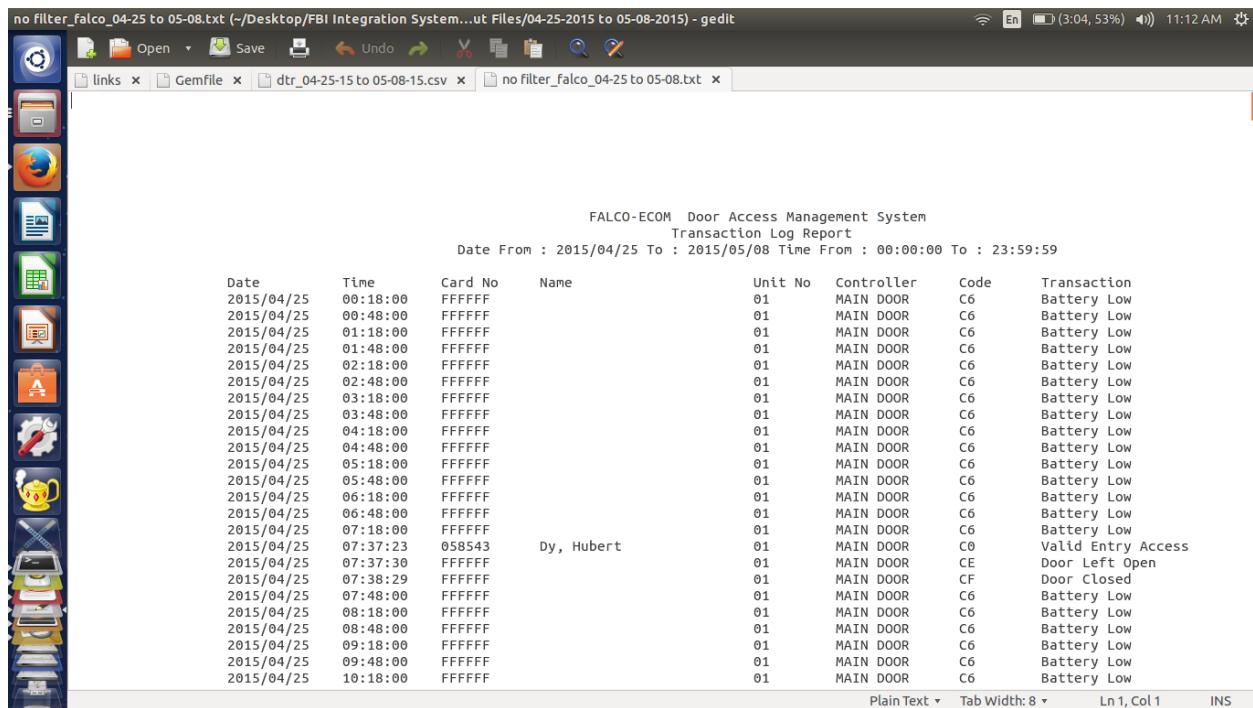
The Input Files section specifies and describes the data and information needed by the FBI Integration system and what files will be processed to produce the expected reports. The System Access section shows how the users, specifically the system admins, can access the system. The System Use section details and describes the different scenarios that the users or admins may encounter when generating the needed reports.

Input Files

As previously mentioned, there will be three input files that will be prepared for the FBI Integration: the Falco TXT, Biometrics CSV, and iEMS CSV.

The Falco TXT file from the Falco-Ecom Access Control System will contain all records of each employee's time in and time out per day for the current cut off period. The system is installed in the company's 22nd floor office and most of the time, employees assigned to work there use it for time in and time out.

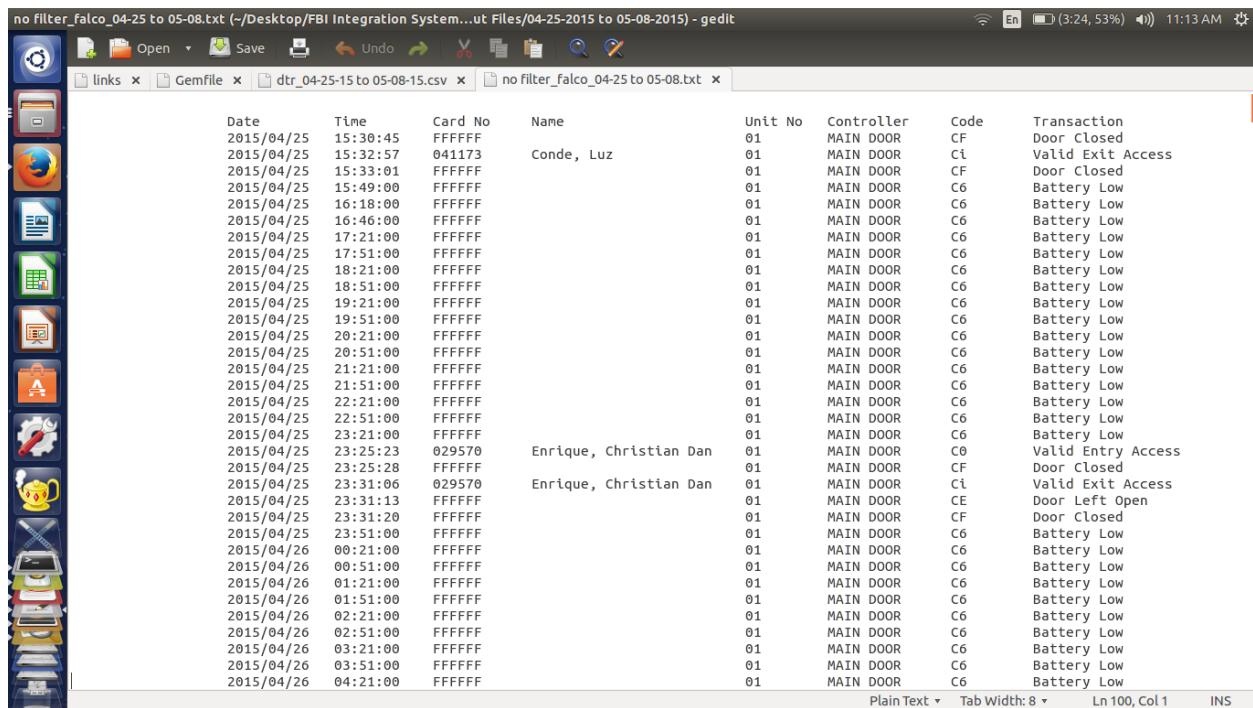
Specifically, it contains the following information: Date, Time, Card No., Employee Name, Unit No., Controller, Code, and Transaction. The Falco TXT file is a no filter file, meaning it is a collection of the attendance records of all the employees (Image 1 and 2). In contrast, a Falco filter file contains the attendance records of specific employees per day for the cut off period (Image 3).



FALCO-ECOM Door Access Management System
Transaction Log Report
Date From : 2015/04/25 To : 2015/05/08 Time From : 00:00:00 To : 23:59:59

Date	Time	Card No	Name	Unit No	Controller	Code	Transaction
2015/04/25	00:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	00:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	01:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	01:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	02:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	02:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	03:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	03:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	04:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	04:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	05:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	05:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	06:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	06:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	07:18:00	FFFFFF	Dy, Hubert	01	MAIN DOOR	C6	Battery Low
2015/04/25	07:37:23	058543		01	MAIN DOOR	C0	Valid Entry Access
2015/04/25	07:37:30	FFFFFF		01	MAIN DOOR	CE	Door Left Open
2015/04/25	07:38:29	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	07:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	08:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	08:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	09:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	09:48:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	10:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low

Image 1. Falco no filter file



FALCO-ECOM Door Access Management System
Transaction Log Report
Date From : 2015/04/25 To : 2015/04/26 Time From : 00:00:00 To : 23:59:59

Date	Time	Card No	Name	Unit No	Controller	Code	Transaction
2015/04/25	15:30:45	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	15:32:57	041173	Conde, Luz	01	MAIN DOOR	CI	Valid Exit Access
2015/04/25	15:33:01	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	15:49:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	16:18:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	16:46:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	17:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	17:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	18:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	18:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	19:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	19:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	20:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	20:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	21:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	21:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	22:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	22:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	23:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/25	23:25:23	029570	Enrique, Christian Dan	01	MAIN DOOR	C0	Valid Entry Access
2015/04/25	23:25:28	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	23:31:06	029570	Enrique, Christian Dan	01	MAIN DOOR	CI	Valid Exit Access
2015/04/25	23:31:13	FFFFFF		01	MAIN DOOR	CE	Door Left Open
2015/04/25	23:31:20	FFFFFF		01	MAIN DOOR	CF	Door Closed
2015/04/25	23:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	00:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	00:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	01:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	01:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	02:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	02:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	03:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	03:51:00	FFFFFF		01	MAIN DOOR	C6	Battery Low
2015/04/26	04:21:00	FFFFFF		01	MAIN DOOR	C6	Battery Low

Image 2. Falco no filter file

Image 3. Falco filter file

The screenshot shows a Microsoft Excel spreadsheet titled "falco_Daily General Report_03-21-15 to 04-03-15.xls [Compatibility Mode] - Excel". The active sheet is "Sheet1" and the current cell is D3. The data is filtered to show entries for "Bagaindoc, Kjell". The columns represent various fields such as TrDate, DepartmentDescription_, CardNo, Name_, TrController_, TimeIn_, and TimeOut_. The data spans from row 1 to 23, with rows 1 and 2 being header/footer rows.

	A	B	C	D	E	F	G
1	iRipple, Inc - Manager	3/21/2015	4/1/2015	0	999999		
2	TrDate	DepartmentDescription_	CardNo	Name_	TrController_	TimeIn_	TimeOut_
3	2015/03/23	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:00:15	19:33:20
4	2015/03/24	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:24:14	18:53:28
5	2015/03/25	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	13:16:53	19:06:06
6	2015/03/26	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:00:40	18:53:39
7	2015/03/27	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	09:01:17	18:03:34
8	2015/03/30	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:55:41	19:11:45
9	2015/03/31	Finance	010078	Bagaindoc, Kjell	MAIN DOOR	08:59:28	19:11:04
10	2015/03/24	Support	062442	Balingit, Barbie	MAIN DOOR	07:10:42	18:35:14
11	2015/03/25	Support	062442	Balingit, Barbie	MAIN DOOR	07:14:59	18:38:37
12	2015/03/26	Support	062442	Balingit, Barbie	MAIN DOOR	07:13:37	18:40:53
13	2015/03/27	Support	062442	Balingit, Barbie	MAIN DOOR	06:38:41	17:40:12
14	2015/03/30	Support	062442	Balingit, Barbie	MAIN DOOR	06:52:07	18:38:21
15	2015/03/31	Support	062442	Balingit, Barbie	MAIN DOOR	07:17:24	18:35:56
16	2015/04/01	Support	062442	Balingit, Barbie	MAIN DOOR	07:00:47	08:19:05
17	2015/03/21	Executive	058543	Dy, Hubert C.	MAIN DOOR	13:38:08	14:30:25
18	2015/03/23	Executive	058543	Dy, Hubert C.	MAIN DOOR	09:05:31	19:25:08
19	2015/03/24	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:30:09	20:50:46
20	2015/03/25	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:26:50	17:19:10
21	2015/03/26	Executive	058543	Dy, Hubert C.	MAIN DOOR	07:36:22	21:43:43
22	2015/03/27	Executive	058543	Dy, Hubert C.	MAIN DOOR	08:22:00	12:52:45
23	2015/03/29	Executive	058543	Dy, Hubert C.	MAIN DOOR	11:40:07	20:48:51

Image 3. Falco filter file

On the other hand, employees assigned to work in the company's 23rd floor office use the MustardSeed Time and Attendance Management System for time in and time out. The system prepares the Biometrics CSV file which is downloaded for DTR.

The Biometrics CSV contains the following information: Employee Name, Date, Time In and Time Out (Image 4).

Image 4. Biometrics CSV file

The screenshot shows a LibreOffice Calc spreadsheet titled "dtr_04-25-15 to 05-08-15.csv - LibreOffice Calc". The active sheet is "Sheet1". The data is organized by employee name and includes columns for Date, In 1, Out 1, In 2, Out 2, In 3, Out 3, In 4, Out 4, In 5, Out 5, In 6, Out 6, and Hrs Required. The data spans from row 1 to 24, with rows 1 and 2 being header/footer rows.

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Employee: Abanilla, Orbie (97)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
2	04/29/15	5:26 pm											(2.00	0	0	
3	04/30/15	4:27 pm											(2.00	0	0	
4	05/05/15	9:55 am	5:07 pm										(2.00	0	0	
5	05/07/15	12:10 PM											(2.00	0	0	
6	Employee: Abasolo, Regis Ediljoseph (59)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
7	Employee: Abitria, Ma. Cecilia (57)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
8	Employee: Agote, Tony (77)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
9	Employee: Aguas, Kathy (61)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
10	Employee: Almencion, Elizar (22)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
11	Employee: Ang, Jorge (6)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
12	Employee: Arceo, Arwin (30)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
13	Employee: Ardamoy, Ma. Rica Catherine (76)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
14	05/04/15	10:11 AM											(2.00	0	0	
15	05/07/15	9:18 am	3:17 pm										(2.00	0	0	
16	Employee: Bagaindoc, Kjell (14)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
17	04/29/15	9:28 am	2:30 pm										(2.00	0	0	
18	04/30/15	11:28 AM											(2.00	0	0	
19	05/05/15	12:43 PM											(2.00	0	0	
20	05/06/15	4:37 pm											(2.00	0	0	
21	05/07/15	9:09 am											(2.00	0	0	
22	Employee: Balingit, Barbara (25)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	
23	05/04/15	12:11 PM											(2.00	0	0	
24	Employee: Balino, Kamille Diane (88)	Date	In 1	Out 1	In 2	Out 2	In 3	Out 3	In 4	Out 4	In 5	Out 5	In 6	Out 6	Hrs Required	

Image 4. Biometrics CSV file

To get the employees' request records and find out why and where they were, in case they were not able to time in and out of the two systems, the iEMS CSV file should be downloaded for attendance checking.

The iEMS CSV file shall come from the iRipple Employee Management System (iEMS). It will be downloaded from the iEMS and used as input file for the generation of reports in the FBI Integrated System.

The iEMS CSV file contains the following information: Employee Number, Last Name, First Name, Manager, Department, Biometrics ID, Falco ID, Date/s, OT Regular Days, OT Rest Day/Holiday, OT Special Holiday on Rest Day, OT Regular Holiday on Rest Day, Undertime, Vacation Leave, VL Balance, Sick Leave, SL Balance, OB Departure, OB Time Start, OB Time End, OB Arrival, Offset, Holiday, and Remarks(s) (Image 5).

A	B	C	D	E	F	G	H	I	J	K	L	M
FROM	DATE	LAST NAME	FIRST NAME	MANAGER	DEPARTMENT	BIOMETRICS ID	FALCO ID	DATE(S)	OT REGULAR DAY	OT REST DAY / HOLIDAY	OT SPEC	OT SPECIAL
1	2015-04-25	TO	2015-05-08									
2		EMPLOYEE NUMBER										
3	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-25	0	0	0	
4	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-26	0	0	0	
5	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-27	0	0	0	
6	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-28	0	0	0	
7	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-29	0	0	0	
8	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-04-30	0	0	0	
9	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-01	0	0	0	
10	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-02	0	0	0	
11	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-03	0	0	0	
12	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-04	0	0	0	
13	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-05	0	0	0	
14	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-06	0	0	0	
15	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-07	0	0	0	
16	20150413	Abanilla	Ortbie		0 Barter Local - Support			2015-05-08	0	0	0	
17	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-25	0	0	0	
18	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-26	0	0	0	
19	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-27	0	0	0	
20	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-28	0	0	0	
21	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-29	0	0	0	
22	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-04-30	0	0	0	
23	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-01	0	0	0	
24	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-02	0	0	0	
25	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-03	0	0	0	
26	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-04	0	0	0	
27	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-05	0	0	0	
28	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-06	0	0	0	
29	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-07	0	0	0	
30	20150505	Almencion	Elizar		0 International Business - Malaysia			2015-05-08	0	0	0	
31	20110402	Arceo	Arvin		0 International Business - Malaysia	30	46093	2015-04-25	0	0	0	
								20110402	46093	2015-04-26	0	

Image 5. iEMS CSV file

To generate correct data for the system output, it is expected that all three input files shall have the same date range for the cut off period (e.g. April 25 – May 8, 2015 cut off). Two files will be produced after all input files are processed in the FBI Integrated System. These are the **DTR Summary Sheet** in .xls format, a summary of all the employees' requests and attendance records, and the **Employees folder** which contains each employee's attendance records for the current cut off.

System Access

A default admin or a created user can access the system using his username and password. Only he can add new admins and users of the integrated system.

The admin may sign in using the text fields for **Username** and **Password**. The admin inputs his username and password and clicks “Log In” button (Image 6). If the log in is successful, the admin is redirected to the **Admin Home** page and the system displays the **User Manual** that may be downloaded in .pdf format (Image 7).



Image 6. Admin Log In page



Image 7. Admin Home page

On the other hand, the user may sign in using the text fields for **Username** and **Password**. The user inputs his username and password and clicks “Log In” button (Image 8). If the log in is successful, the user is redirected to the **Home** page and the system displays the **User Manual** that may be downloaded in .pdf format (Image 9).



Image 8. User Log In page



Image 9. User Home page

If the admin or user inputs an incorrect username and/or password for log in, an error message is displayed by the system, “**Invalid Username or Password.**” and prompts the user to log in correct username and password (Image 10).



Image 10. Log In Error message

System Use

A. Home

Once the admin or user successfully logs in the system, he is redirected to the **Home** page. The Home page displays the User Manual which includes the step by step instructions on how to use the FBI Integrated System (Image 11).



Image 11. Home Page with User Manual

B. New Report

To generate reports in the FBI Integrated System, the admin or user needs to click on the **New Report** tab in the navigation bar. He will then be redirected to the **New Report** page where he is asked to upload the required input files. The three steps are also displayed to guide him while uploading (Image 12).

Falco • Biometrics • iEMS Integration

Home New Report Archives Users admin admin

Step 1
Upload Biometrics CSV file
You can download the Biometrics CSV file from the MustardSeed Time and Attendance Management System. Download the time-in and time-out report as a comma separated values file.
NOTE: Remember to match the date range with the other input files.

Step 2
Upload Falco TXT file
You can download the FALCO TXT file from the Falco-Ecom Access Control System. Do not filter the report generation to include new proximity card holders.
NOTE: Remember to match the date range with the other input files.

Step 3
Upload iEMS CSV file
You can download the iEMS CSV file from the iRipple Employee Management System (iEMS). The date range of the report will depend on the date range of the iEMS requests report.
NOTE: Remember to match the date range with the other input files.

Browse for Biometrics CSV...

Image 12. New Report page and Browse for Biometrics CSV

To begin the reports generation, admin or user needs to follow the step by step process of uploading the input files. He begins by uploading the Biometrics CSV file which contains the attendance records of employees in the 23rd floor office. He then should click the “Browse for Biometrics CSV” button and a new window opens and asks user to choose the Biometrics CSV file to be uploaded (Image 13).

Firefox Web Browser

Falco • Biometrics • iEMS Integration

Home New Report Archives Users admin admin

File Upload

Places

Name	Size	Modified
dtr_04-25-15 to 05-08-15.csv	166.5 kB	Monday
IEMS_All_Employees_Record_For_2015-0...	83.0 kB	Yesterday at 16:48
no filter_falco_04-25 to 05-08.txt	1.7 MB	Thursday, 14 May, 2015
test.csv	7.0 kB	Thursday, 14 May, 2015

All Files Cancel Open

Image 13. Biometrics CSV file upload

The “Upload” button then appears below the “Browse for Biometrics CSV” button and prompts admin or user to upload the file by clicking it (Image 14).

The screenshot shows a web-based application interface for file uploads. At the top, there is a dark header bar with the text "Falco + Biometrics + iEMS Integration" and navigation links for "Home", "New Report", "Archives", "Users", and "admin admin". Below the header, there are three vertical columns representing steps:

- Step 1**:
 - Upload Biometrics CSV file**
 - Description: You can download the Biometrics CSV file from the MustardSeed Time and Attendance Management System. Download the time-in and time-out reports as a comma separated values file.
 - NOTE: Remember to match the date range with the other input files.
 - Buttons:
 - Browse for Biometrics CSV...
 - Upload
- Step 2**:
 - Upload Falco TXT file**
 - Description: You can download the FALCO TXT file from the Falco-Ecom Access Control System. Do not filter the report generation to include new proximity card holders.
 - NOTE: Remember to match the date range with the other input files.
 - Buttons:
 - Browse for Falco TXT...
- Step 3**:
 - Upload iEMS CSV file**
 - Description: You can download the iEMS CSV file from the iRipple Employee Management System (iEMS). The date range of the report will depend on the date range of the iEMS requests report.
 - NOTE: Remember to match the date range with the other input files.
 - Buttons:
 - Browse for iEMS CSV...

Image 14. Upload Biometrics CSV

After clicking “Upload” button, a “Biometrics CSV has been uploaded” message appears and Step 1 is completed. “Browse for Falco TXT” button then appears in Step 2 (Image 15).

The screenshot shows the same web-based application interface as Image 14. The header and navigation bar are identical. The three-step process is shown again:

- Step 1**:
 - Upload Biometrics CSV file**
 - Description: You can download the Biometrics CSV file from the MustardSeed Time and Attendance Management System. Download the time-in and time-out reports as a comma separated values file.
 - NOTE: Remember to match the date range with the other input files.
 - Message: Biometrics CSV has been uploaded
- Step 2**:
 - Upload Falco TXT file**
 - Description: You can download the FALCO TXT file from the Falco-Ecom Access Control System. Do not filter the report generation to include new proximity card holders.
 - NOTE: Remember to match the date range with the other input files.
 - Buttons:
 - Browse for Falco TXT...
- Step 3**:
 - Upload iEMS CSV file**
 - Description: You can download the iEMS CSV file from the iRipple Employee Management System (iEMS). The date range of the report will depend on the date range of the iEMS requests report.
 - NOTE: Remember to match the date range with the other input files.
 - Buttons:
 - Browse for iEMS CSV...

Image 15. Browse for Falco TXT

The admin or user then clicks the “Browse for Falco TXT” button and selects a Falco TXT file to be uploaded. This file contains the attendance records of employees in the 22nd floor office. A new window opens and asks user to choose the Falco TXT file to be uploaded (Image 16).

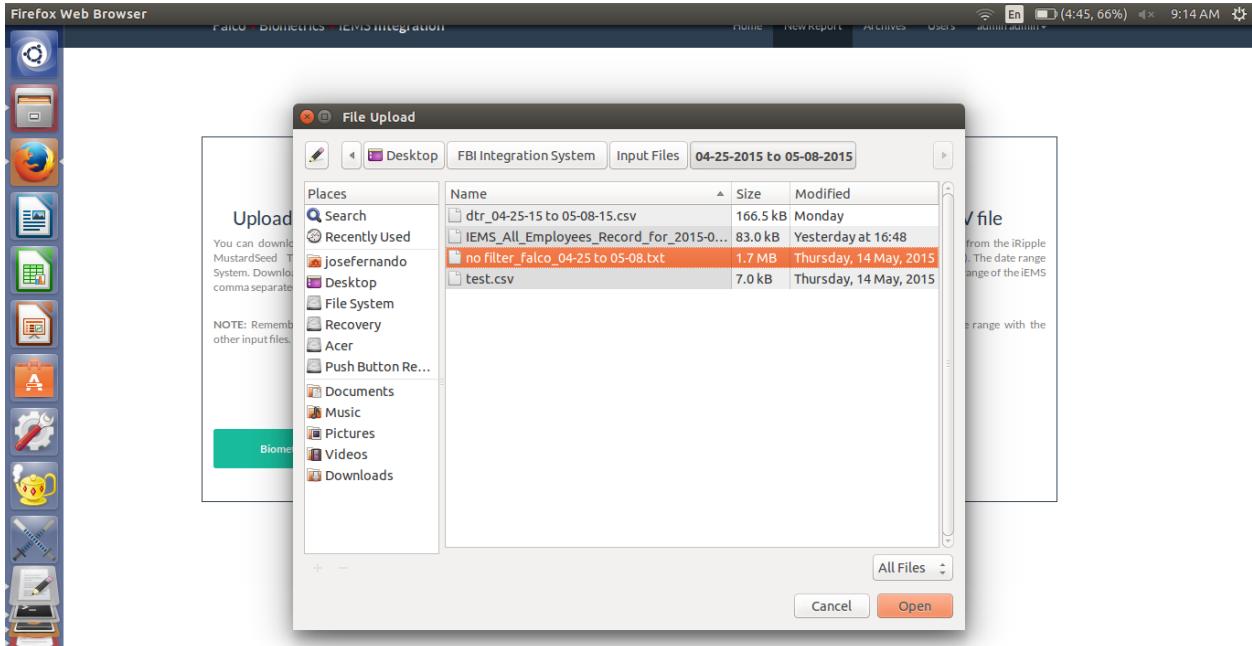


Image 16. Falco TXT file upload

The “Upload” button then appears below the “Browse for Falco TXT” button and prompts admin or user to upload the file by clicking it (Image 17).

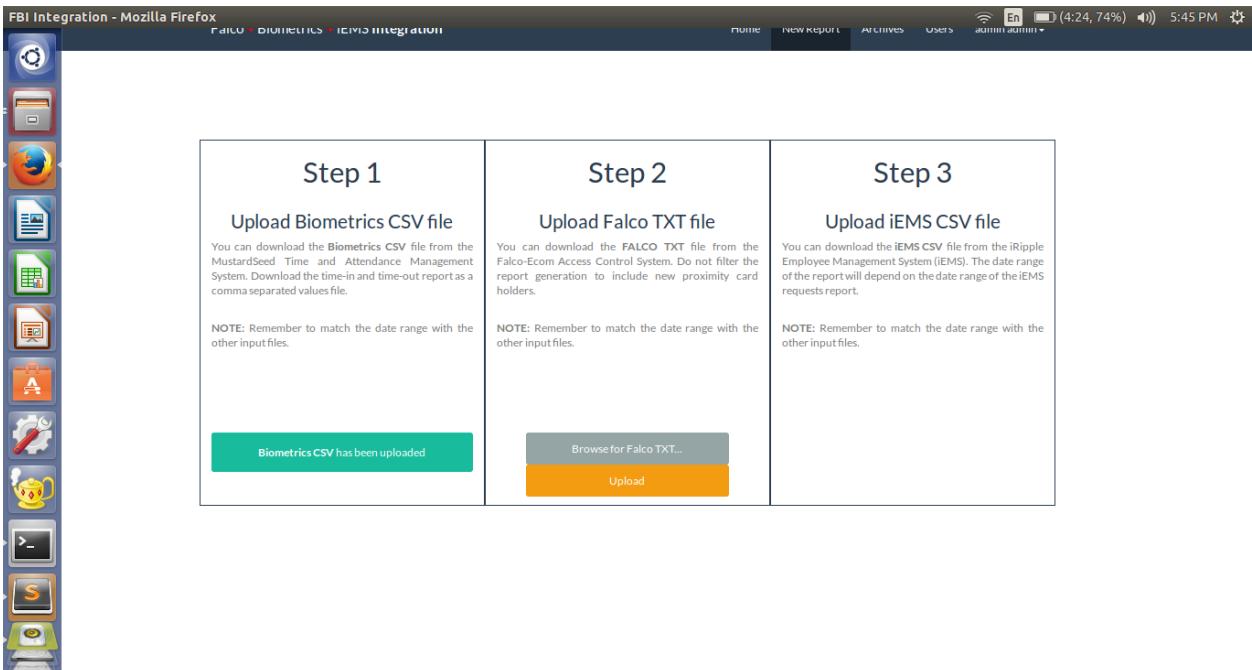


Image 17. Upload Falco TXT

After clicking “Upload” button, a “Falco TXT has been uploaded” message appears and Step 2 is completed. “Browse for iEMS CSV” button then appears in Step 3 (Image 18).

Step 1 Upload Biometrics CSV file You can download the Biometrics CSV file from the MustardSeed Time and Attendance Management System. Download the time-in and time-out report as a comma separated values file. NOTE: Remember to match the date range with the other input files. Biometrics CSV has been uploaded	Step 2 Upload Falco TXT file You can download the FALCO TXT file from the Falco-Ecom Access Control System. Do not filter the report generation to include new proximity card holders. NOTE: Remember to match the date range with the other input files. Falco TXT has been uploaded	Step 3 Upload iEMS CSV file You can download the iEMS CSV file from the iRipple Employee Management System (iEMS). The date range of the report will depend on the date range of the iEMS requests report. NOTE: Remember to match the date range with the other input files. Browse for iEMS CSV...
--	--	---

Image 18. Browse for iEMS CSV

The admin or user then clicks the “Browse for iEMS” button and selects an iEMS CSV file to be uploaded. This file contains the all employee requests such as undertime, overtime, offset, leaves, and official business. A new window opens and asks user to choose the iEMS CSV file to be uploaded (Image 19).

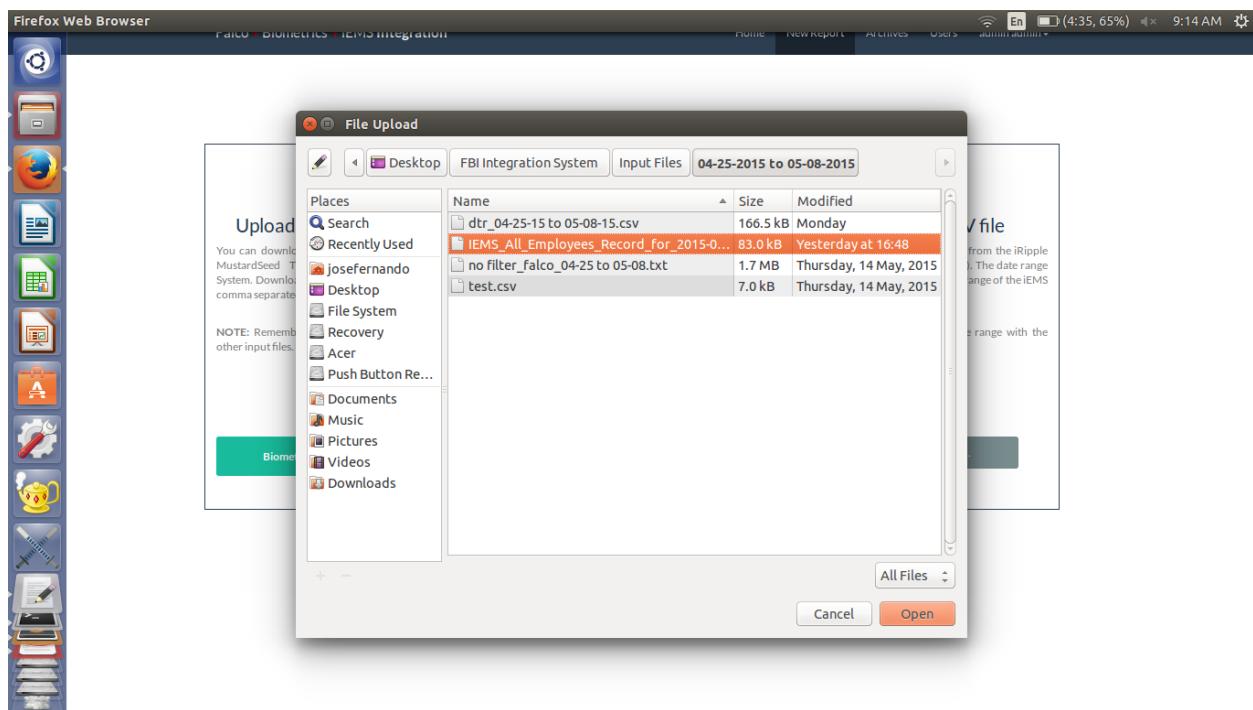


Image 19. iEMS CSV upload

The “Upload” button then appears below the “Browse for iEMS CSV” button and prompts admin or user to upload the file by clicking it (Image 20).

The screenshot shows a web-based application interface for integrating Falco Biometrics with iEMS. At the top, there's a dark header bar with the title "Falco + Biometrics + iEMS Integration" and navigation links for "Home", "New Report", "Archives", "Users", and a user account section. Below the header, there are three vertical boxes labeled "Step 1", "Step 2", and "Step 3".

- Step 1:** Labeled "Upload Biometrics CSV file". It contains a note: "You can download the Biometrics CSV file from the MustardSeed Time and Attendance Management System. Download the time-in and time-out report as a comma separated values file." Below this is a note: "NOTE: Remember to match the date range with the other input files." A green button at the bottom says "Biometrics CSV has been uploaded".
- Step 2:** Labeled "Upload Falco TXT file". It contains a note: "You can download the FALCO TXT file from the Falco-Ecom Access Control System. Do not filter the report generation to include new proximity card holders." Below this is a note: "NOTE: Remember to match the date range with the other input files." A green button at the bottom says "Falco TXT has been uploaded".
- Step 3:** Labeled "Upload iEMS CSV file". It contains a note: "You can download the iEMS CSV file from the iRipple Employee Management System (iEMS). The date range of the report will depend on the date range of the iEMS requests report." Below this is a note: "NOTE: Remember to match the date range with the other input files." At the top of this box is a grey button labeled "Browse for iEMS CSV..." and a yellow button labeled "Upload".

Image 20. Upload iEMS CSV

After clicking “Upload” button, a “iEMS CSV has been uploaded” message appears and Step 3 is completed. “Generate Reports” button then appears below (Image 21).

This screenshot shows the same interface after the "iEMS CSV has been uploaded" step. The "Step 3" box now displays the message "iEMS CSV has been uploaded" in its green success box. Below the three steps, there is a large, prominent blue button with the text "Generate Reports" in white.

Image 21. Generate Reports

The admin or user clicks the “Generate Reports” button and he is redirected to the “Generating Reports” loading page if all input files are uploaded properly (Image 22).

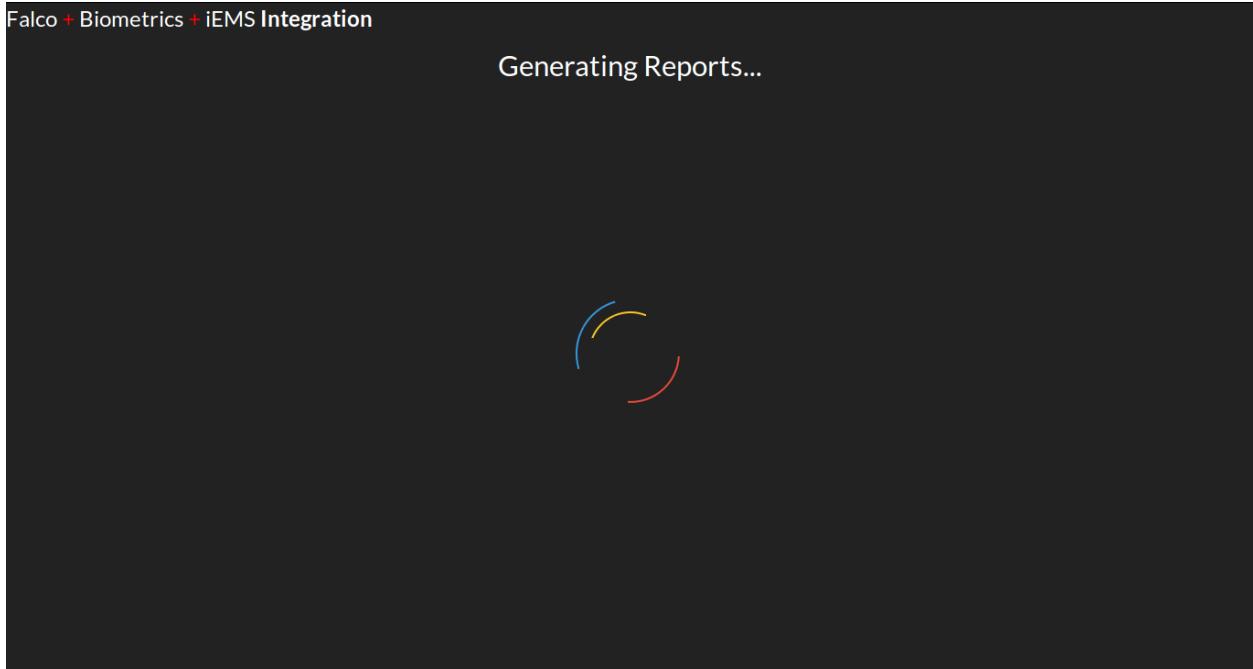


Image 22. Generating Reports loading page

If one of the files are wrongly uploaded (e.g. Falco TXT file uploaded instead of Biometrics CSV file in Step 1) or if the date range for the uploaded files are not the same, an error message is displayed by the system and prompts the user to upload the three files again (Image 23).

A screenshot of a web page showing an error message. The header includes "Falco Biometrics iEMS Integration", "Home", "New Report", "Archives", "Users", and "admin admin". A red error box contains the message "The file uploaded for Biometrics is wrong or has been tampered". Below the error box are three steps: Step 1 (Upload Biometrics CSV file), Step 2 (Upload Falco TXT file), and Step 3 (Upload iEMS CSV file). Each step has a note about matching date ranges and a "Browse for Biometrics CSV..." button.

Image 23. Generate Reports Error message

C. Archives

After the completion of the reports generation, the admin or user is redirected to the **Archives** page and the system displays the DTR information of all employees for the current cut off period. The legends, employee attendance records, and the request information are also displayed by the system. The “Download Report” button then appears in the navigation bar for report downloads (Image 24).

The admin or user may also select all employees or a specific employee to check the attendance records and requests information.

The screenshot shows a web-based application interface for managing employee attendance. At the top, there's a header with the text "Falco Biometrics + iEMS Integration" and a navigation bar with links for Home, New Report, Archives, Users, and a user account (admin admin-). A prominent green button labeled "Download Report" is also in the header.

The main content area is titled "DTR for April 25, 2015 - May 8, 2015". Below this, there's a "Legends" section with three entries:

- A blue square: Employee has request(s)/remark(s) for that day.
*May incur late and/or undertime depending on his or her time-in and time-out.
- An orange square: Employee is considered half-day because of his time-in or time-out.
- A red square: Employee has no time-in and therefore, considered as absent.

Below the legend is a dropdown menu labeled "Select an employee".

The next section is titled "Arceo, Arwin" and specifies "Department: International Business - Malaysia".

The main data is presented in a table with the following columns:

Date	Day	Time In	Time Out	No. of Hours Late	No. of Hours Undertime	No. of OT Hours	Approved UT	Vacation Leave	Sick Leave	OB Departure	OB Time Start	OB Time End	OB Arrival	Offset	Remarks
04-25-2015	Saturday			0	0	0		0	0						
04-26-2015	Sunday			0	0	5		0	0						-OT To make branch agent and pos agent service setup working. (development)
04-27-2015	Monday	07:18:53	19:25:46	0	0	0		0	0						
04-28-2015	Tuesday	07:08:19	18:42:35	0	0	0		0	0						
04-29-2015	Wednesday	07:24:56	18:59:59	0	0	0		0	0						
04-30-2015	Thursday	07:07:59	17:23:13	0	1.25	0		0	0						
05-01-2015	Friday			0	0	0		0	0						-Special Day - Labor (Regular Holiday)

Image 24. DTR page for cut off period

The admin or user clicks the “Download Report” button and he is prompted to save the output file (Image 25). The output file is a zip file which contains the Employee folder with each employee’s attendance record and the DTR Summary Sheet.

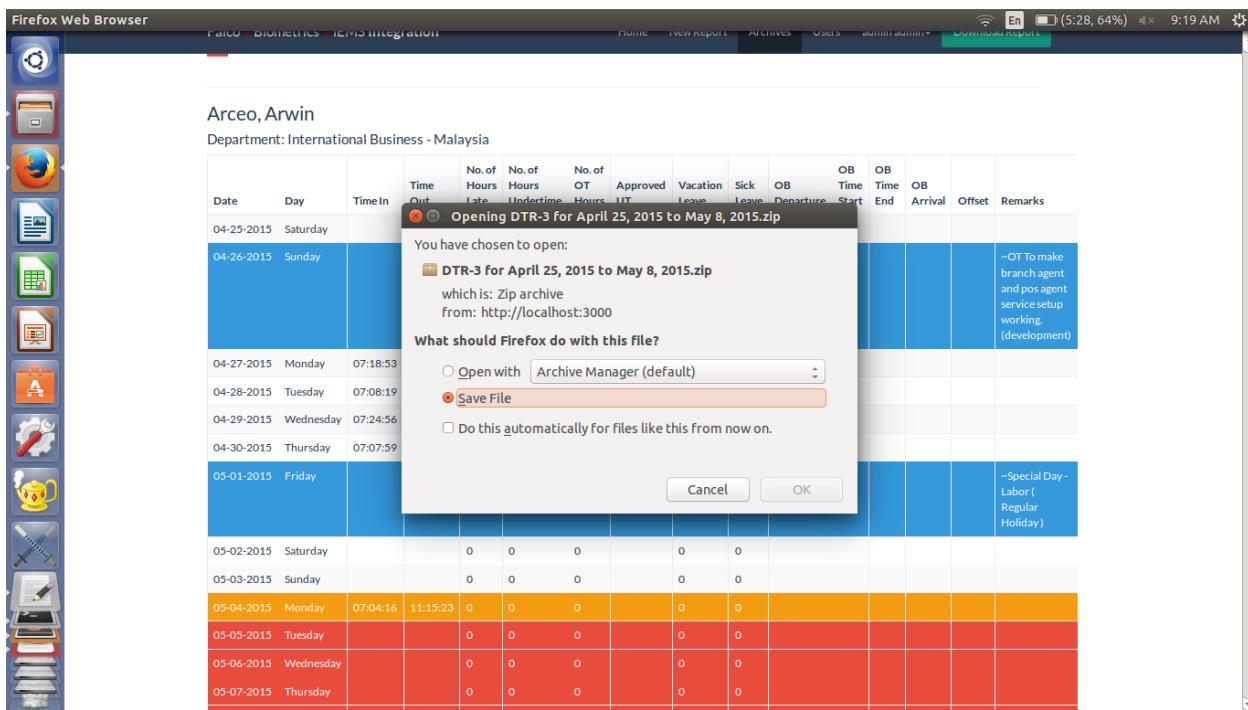


Image 25. Download Report

The admin or user clicks the **Archives** tab in the navigation bar to check the list of DTR Reports generated by the FBI Integrated System. The system displays the DTR Report name and DTR cut off period. He has the option to either view the report by clicking the “View Report” button or download the report by clicking the “Download Report” button (Image 26).

DTR Reports			
Report Name	Date From	Date To	Actions
DTR-5 for March 21, 2015 to April 3, 2015.zip	March 21, 2015	April 3, 2015	View Report Download Report
DTR-4 for April 4, 2015 to April 24, 2015.zip	April 4, 2015	April 24, 2015	View Report Download Report
DTR-2 for April 25, 2015 to May 8, 2015.zip	April 25, 2015	May 8, 2015	View Report Download Report
DTR-3 for April 25, 2015 to May 8, 2015.zip	April 25, 2015	May 8, 2015	View Report Download Report

Image 26. Archives page: DTR Reports

The admin or user clicks the “View Report” button and he is redirected to the “Retrieving Reports” loading page (Image 27). After report retrieval, the admin or user is redirected to the DTR page for the cut off period specified (Image 24).

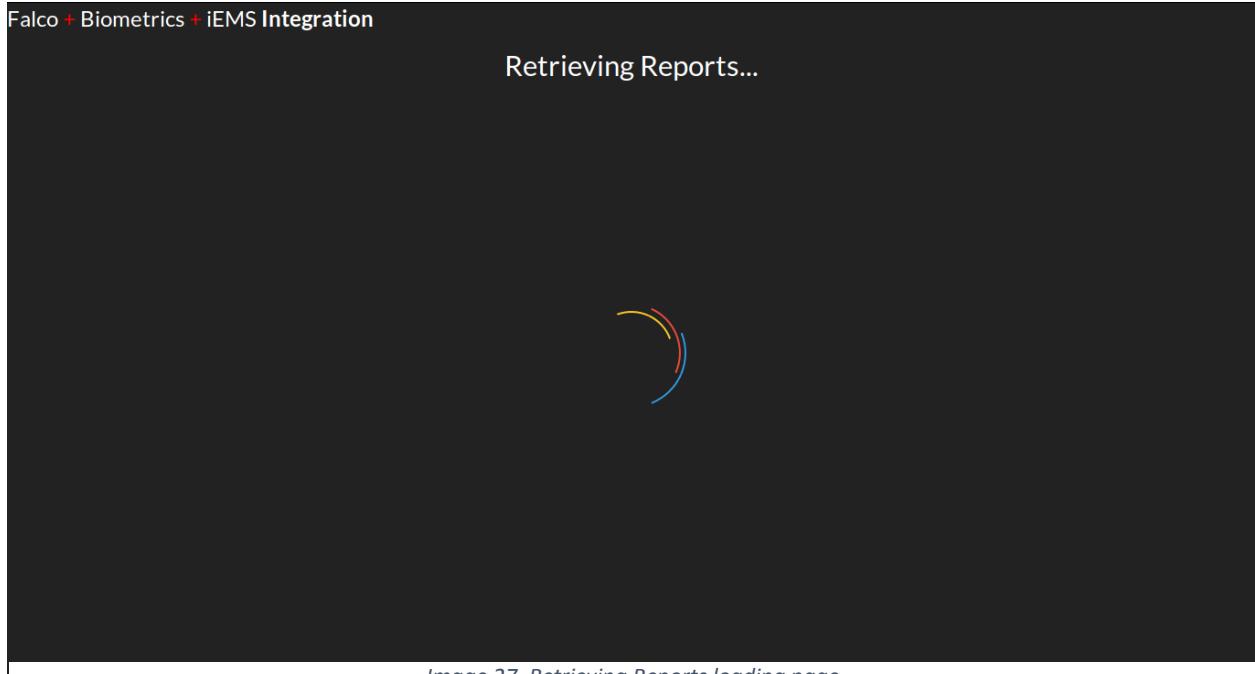


Image 27. Retrieving Reports loading page

D. Users

The only difference between the user and admin system access is the **Users** tab. Only the admin has this view because only he can create new admins or users who will generate reports using the system. The user cannot see the Users tab in his view (Image 28).



Image 28. User's View

The admin clicks the **Users** tab in the navigation bar to create new users. He is then redirected to the **Users of FBI Integration** page where he can check created users (Image 29).

Users of FBI Integration					
Name	Username	Department	Type	Status	Actions
Bonita, Ace	abonita	Imaghine	User	Active	<button>Edit</button> <button>Deactivate</button>
Mendoza, Diana	dmendoza	HR	Admin	Active	<button>Edit</button> <button>Deactivate</button>

Image 29. Users of FBI Integration page

The admin clicks the “Create New User” button to create a new admin or user who can access the system. He is then redirected to the **Create New User** page and should fill out all required fields in the form (Image 30 and 31).

Create New User					
First Name:	<input type="text"/>				
Last Name:	<input type="text"/>				
Department:	<input type="text"/>				
Username:	<input type="text"/>				
Password:	<input type="password"/>				
Password Confirmation:	<input type="password"/>				
E-mail:	<input type="text"/>				
<input type="button" value="Save"/>					

Image 30. Create New User page



Create New User

The screenshot shows the "Create New User" form. It contains the following fields:

- First Name: Roald
- Last Name: Lanto
- Department: R&D
- Username: rlanto
- Password: *****
- Password Confirmation: *****
- E-mail: roald.lanto@gmail.com

A "Save" button is located at the bottom right of the form.

Image 31. Create New User form

After filling out the form, the admin click “Save” button. If all required fields are filled out, he is redirected to the **Users of FBI Integration** page and the newly added user is added in the list (Image 32).

The screenshot shows the "Users of FBI Integration" page. At the top, there are two buttons: "Create New User" (green) and "Create New Admin" (orange). Below the buttons is a table listing three users:

Name	Username	Department	Type	Status	Actions
Bonita, Ace	abonita	Imaghine	User	Active	<button>Edit</button> <button>Deactivate</button>
Lanto, Roald	rlanto	R&D	User	Active	<button>Edit</button> <button>Deactivate</button>
Mendoza, Diana	dmendoza	HR	Admin	Active	<button>Edit</button> <button>Deactivate</button>

Image 32. Users of FBI Integration updated list

If the admin filled out a field in the wrong format or did not fill out a required field, an error message appears and asks him to input in the correct format or fill out a missing field (Image 33).

The screenshot shows a user interface for creating a new user. At the top, there is a navigation bar with links for Home, New Report, Archives, Users, and a user account section. Below the navigation bar, a modal window titled "Adding of new user failed!" displays a list of validation errors. The errors are:

- Username can't be blank
- Firstname can't be blank
- Department can't be blank
- Email can't be blank
- Username is too short (minimum is 5 characters)
- Lastname can't be blank
- Password is too short (minimum is 5 characters)

The main form below the modal has fields for First Name, Last Name, Department, Username, Password, Password Confirmation, and E-mail. A "Save" button is located at the bottom right of the form.

Image 33. Create New User Error message

The admin clicks the “Create New Admin” button to create a new admin or user who can access the system. He is then redirected to the **Create New Admin** page and should fill out all required fields in the form (Image 34 and 35).

The screenshot shows the "Create New Admin" page. The page title is "Create New Admin". It features a form with fields for First Name, Last Name, Department, Username, Password, Password Confirmation, and E-mail. Each field has a corresponding label above it. A "Save" button is positioned at the bottom right of the form area.

Image 34. Create New Admin page

Falco Biometrics iEMS Integration

Home New Report Archives Users admin admin -

Create New Admin

First Name:	Barbara
Last Name:	Balingit
Department:	Admin
Username:	bbalingit
Password:	*****
Password Confirmation:	*****
E-mail:	bbalingit@gmail.com

Save

Image 35. Create New Admin form

After filling out the form, the admin click “Save” button. If all required fields are filled out, he is redirected to the **Users of FBI Integration** page and the newly added admin is added in the list (Image 36).

Falco Biometrics iEMS Integration

Home New Report Archives Users admin admin -

Users of FBI Integration

Name	Username	Department	Type	Status	Actions
Balingit, Barbara	bbalingit	Admin	Admin	Active	Edit Deactivate
Bonita, Ace	abonita	Imaginie	User	Active	Edit Deactivate
Lanto, Roald	rlanto	R&D	User	Active	Edit Deactivate
Mendoza, Diana	dmendoza	HR	Admin	Active	Edit Deactivate

Create New User **Create New Admin**

Image 36. Users of FBI Integration updated list

If the admin filled out a field in the wrong format or did not fill out a required field, an error message appears and asks him to input in the correct format or fill out a missing field (Image 37).

The screenshot shows a modal dialog box with an orange header and a white body. The title of the dialog is "Adding of new admin failed!". Below the title, there is a list of validation errors:

- Username can't be blank
- First name can't be blank
- Department can't be blank
- Email can't be blank
- Username is too short (minimum is 5 characters)
- Last name can't be blank
- Password is too short (minimum is 5 characters)

Below the errors, there is a "Create New Admin" form with fields for First Name, Last Name, Department, Username, Password, Password Confirmation, and E-mail. A "Save" button is located at the bottom right of the form.

Image 37. Create New Admin Error message

The admin may also edit the information of the user or admin he created by clicking the “Edit” button in the **Users of FBI Integration** page (Image 36). He will then be redirected to the **Create New User/Admin** page and all fields are filled out with the registered information. The admin may edit the information in the form and click “Save” button to update the list (Image 31 or 35).

The admin can also activate or deactivate existing users or admins to grant or restrict system access. By clicking “Activate” button, the selected user/admin’s status is changed from “Inactive” to “Active”. Clicking “Deactivate” button will change the selected user/admin’s status from “Active” to “Inactive” (Image 38).

The screenshot shows a table titled "Users of FBI Integration". The table has columns for Name, Username, Department, Type, Status, and Actions. There are four rows of data:

Name	Username	Department	Type	Status	Actions
Balingit, Barbara	bbalingit	Admin	Admin	Active	<button>Edit</button> <button>Deactivate</button>
Bonita, Ace	abonita	Imaghine	User	Active	<button>Edit</button> <button>Deactivate</button>
Lanto, Roald	rlanto	R&D	User	Inactive	<button>Edit</button> <button>Activate</button>
Mendoza, Diana	dmendoza	HR	Admin	Active	<button>Edit</button> <button>Deactivate</button>

At the top right of the table, there are two buttons: "Create New User" (green) and "Create New Admin" (orange). The top navigation bar includes links for Home, New Report, Archives, Users, and admin admin.

Image 38. Activate/Deactivate Users and Admins

Once a new user or admin is created, a notification will be sent to that user's or admin's email and asks him to change password and access the account (Image 39).

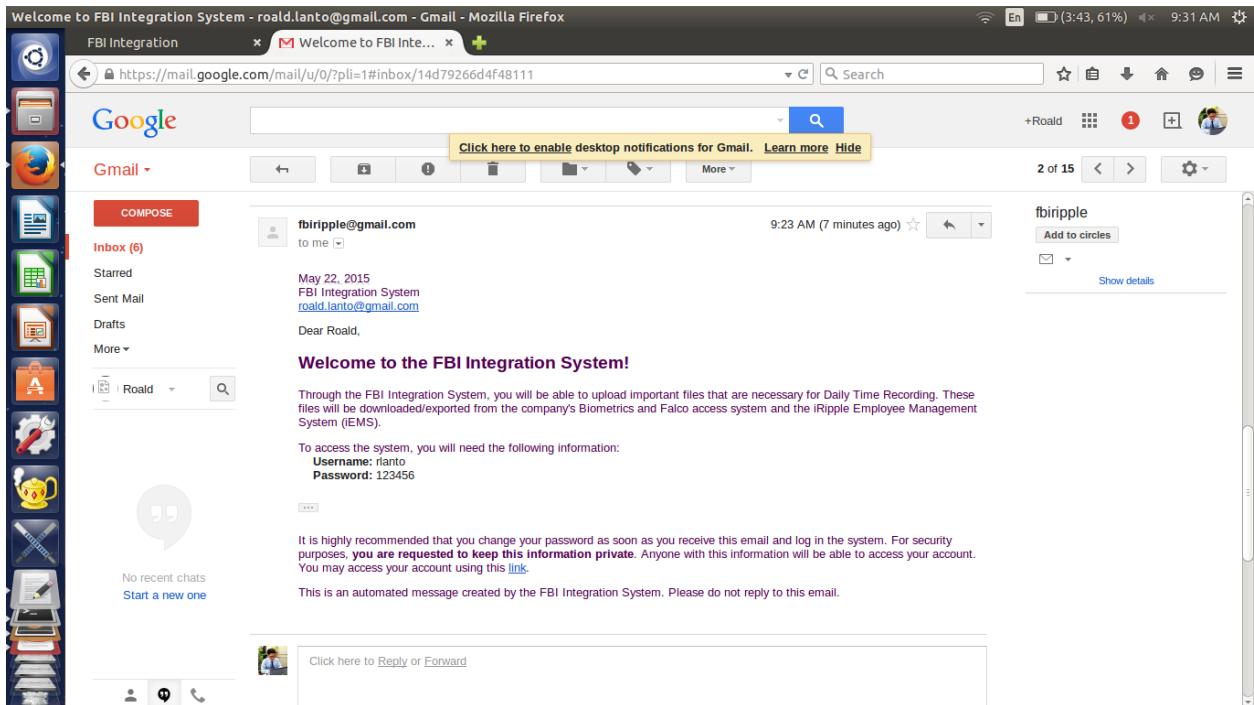


Image 39. Email Notification

E. User Profile

The admin or user may also check or update his personal account by clicking his name in the navigation bar and selecting “Your Profile” in the dropdown options (Image 40).

Users of FBI Integration						Create New User	Your Profile	Log Out
Name	Username	Department	Type	Status	Actions			
Balingit, Barbara	bbalingit	Admin	Admin	Active	Edit	Deactivate		
Bonita, Ace	abonita	Imagine	User	Active	Edit	Deactivate		
Lanto, Roald	rlanto	R&D	User	Inactive	Edit	Activate		
Mendoza, Diana	dmendoza	HR	Admin	Active	Edit	Deactivate		

Image 40. User Profile

After clicking “Your Profile”, he is redirected to the **User Account** page where he can view or update his account information (Image 41).

The screenshot shows a user profile edit form titled "admin admin". The form fields are as follows:

First Name:	admin
Last Name:	admin
Department:	admin
Username:	admin
Password:	*****
Password Confirmation:	*****
E-mail:	admin@ripple.net

A "Save" button is located at the bottom right of the form.

Image 41. User Account page

F. Log Out

The admin can log out in the system by clicking “Log Out” in the User Profile dropdown (Image 42). He will then be redirected to the **Log In** page (Image 43).

The screenshot shows a table titled "Users of FBI Integration" with the following data:

Name	Username	Department	Type	Status	Actions
Balingit, Barbara	bibalngit	Admin	Admin	Active	Edit Deactivate
Bonita, Ace	abonita	Imaghine	User	Active	Edit Deactivate
Lanto, Roald	rlanto	R&D	User	Inactive	Edit Activate
Mendoza, Diana	dmendoza	HR	Admin	Active	Edit Deactivate

A dropdown menu is open on the top right, showing "Your Profile" and "Log Out".

Image 42. Log Out

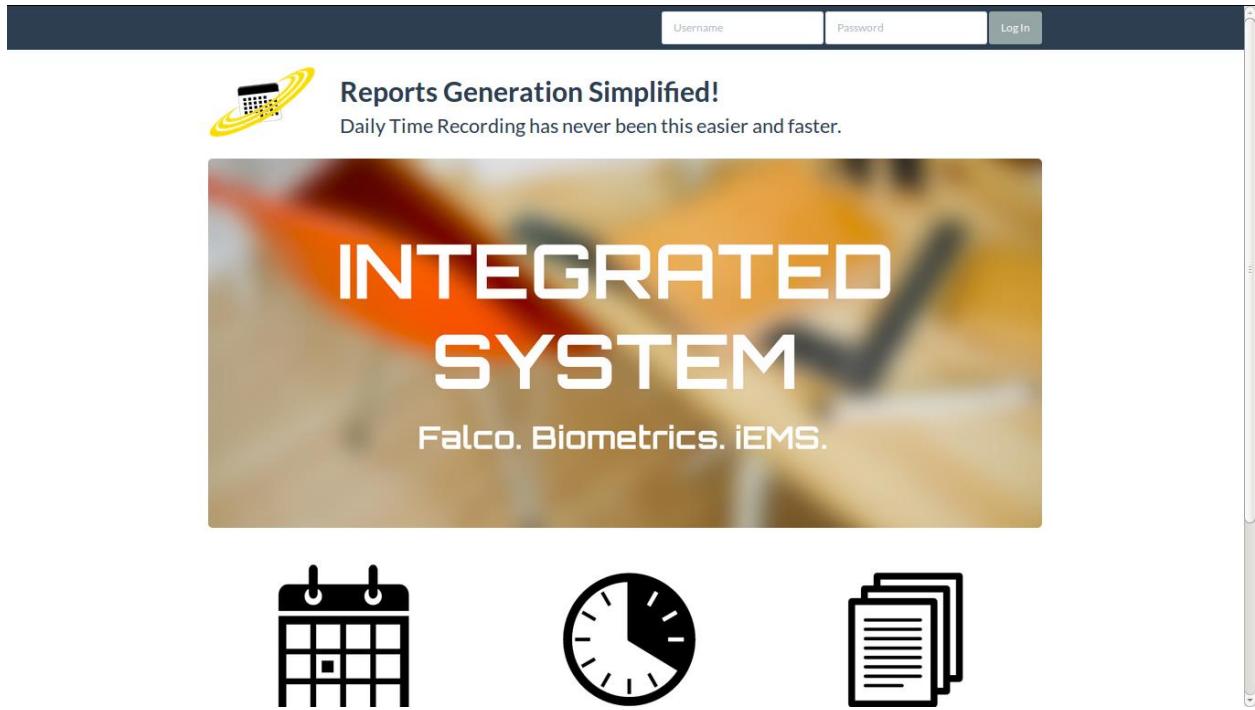


Image 43. Log In page

Output Files

As previously mentioned, the output of the FBI Integrated System is a zip file which is saved in the directory specified by the user or admin (Image 44). To access the output files, he must extract the ZIP file and specify a file location where a ZIP folder will be created. After extracting the ZIP file, a new folder is created (Image 45).

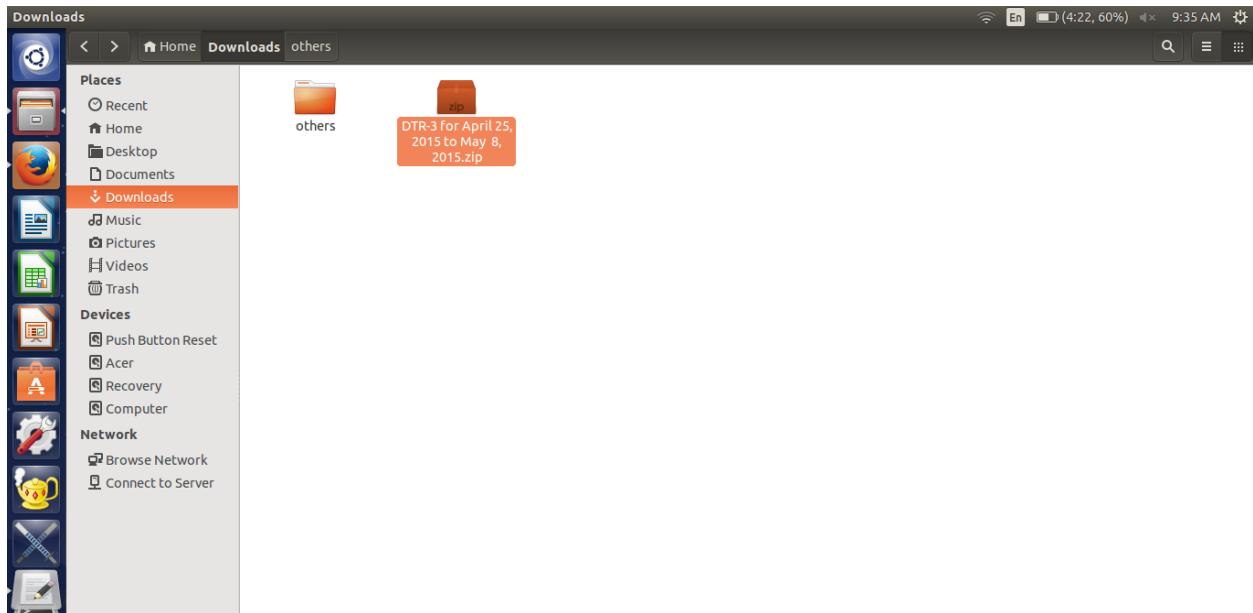


Image 44. Generated ZIP file

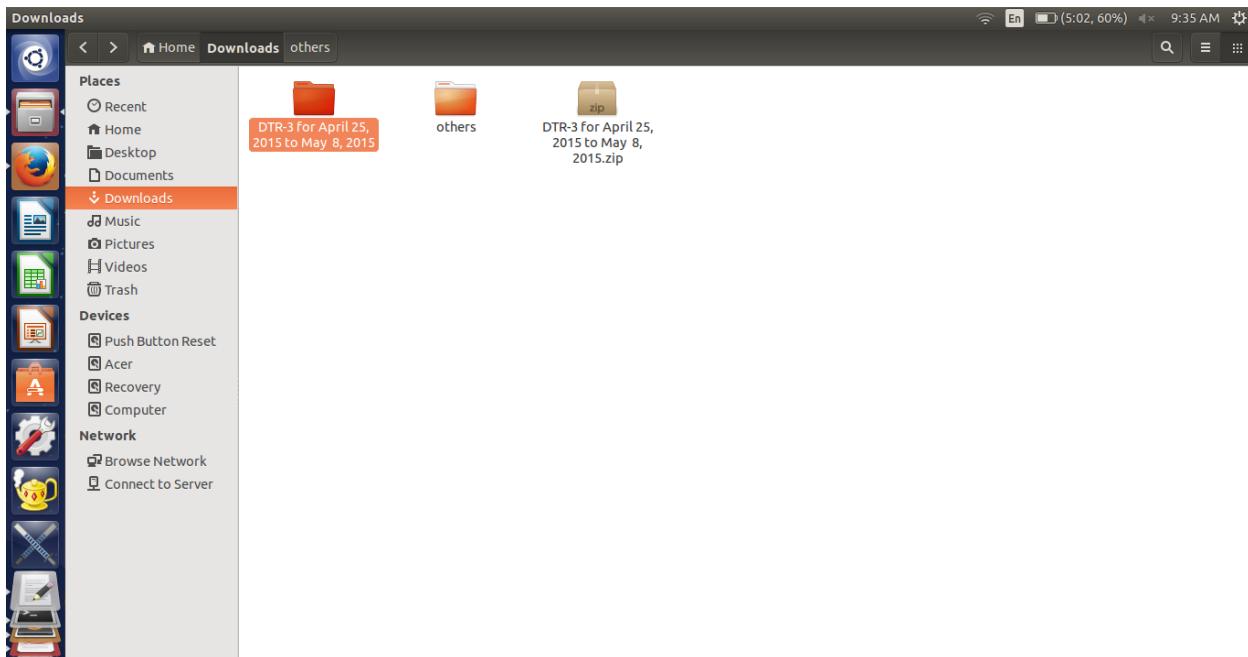


Image 45. Extracted folder from ZIP file

If the admin or user opens the folder created from the extracted ZIP file, he will see an “Employee” folder and a “DTR Summary Sheet” in XLSX format (Image 46).

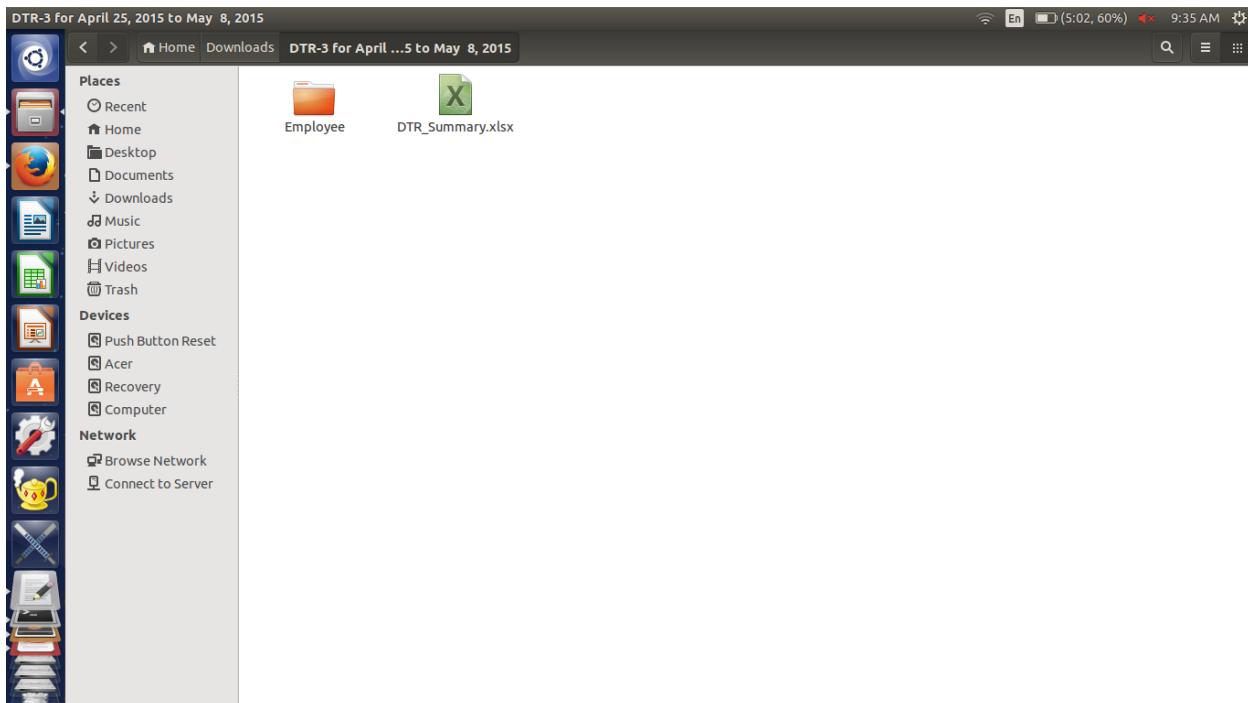


Image 46. Employee folder and DTR Summary Sheet

After opening the “Employee” folder, the attendance records of all the employees are displayed in XLSX format (Image 47). The admin or user may open a file to check an employee’s attendance record.

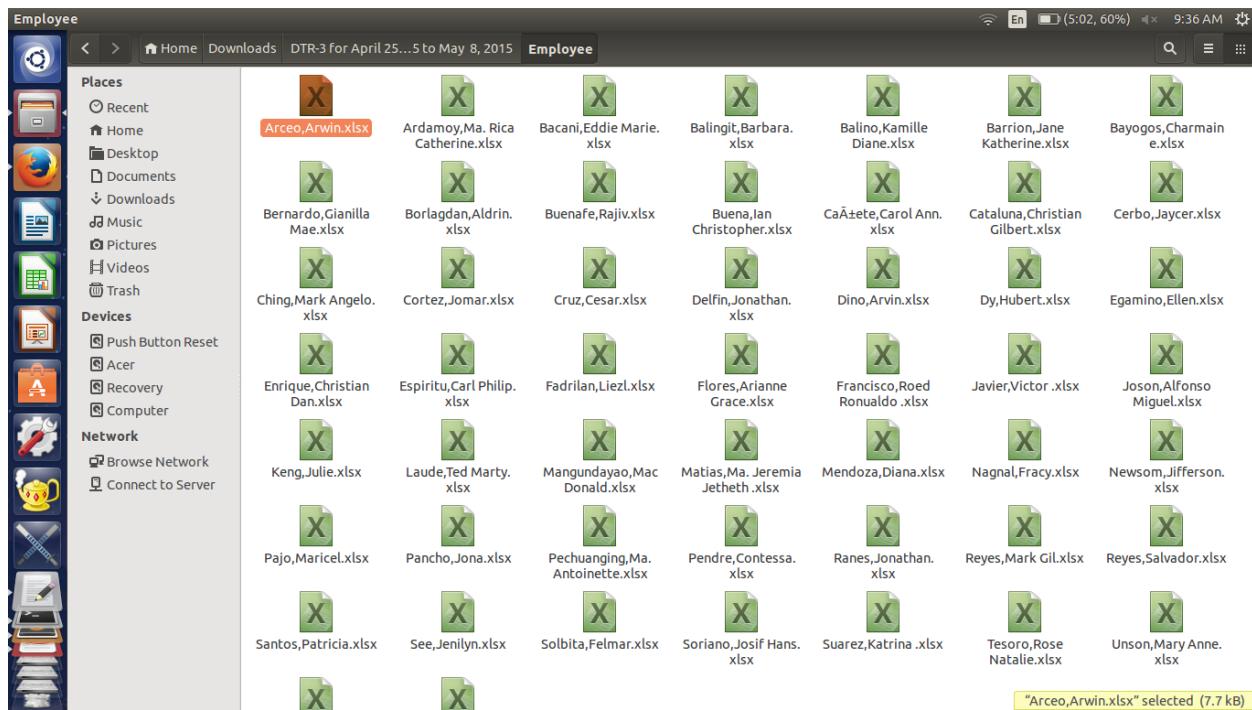


Image 47. Employees’ Attendance Records

Each employee record has the following information: Employee Name, Department, Date, Day, Time In, Time Out, No. of Hours Late, No. of Hours Undertime, No. of Overtime Hours, Vacation Leave, Sick Leave, Approved Undertime, Official Business Departure, Official Business Time Start, Official Business Time End, Official Business Arrival, Offset, and Remarks.

Accumulated OT, Total Absences, Accumulated VL and SL, VL and SL Balance and Legends are also included in the file (Image 48). The attendance records of all employees will then be given to the HR department.

Arceo,Arwin.xlsx - LibreOffice Calc

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	A1	f(x)	Sigma	=	iRipple, Inc.									
1	iRipple, Inc.													
2	Name: Arceo, Arwin													
3	Department: International Business - Malaysia													
4	DATE	DAY	TIME IN	TIME OUT	NO. OF HOURS LATE	NO. OF HOURS UNDERTIME	NO. OF OVERTIME HOURS	VACATION LEAVE	SICK LEAVE	APPROVED UNDERTIME	OFFICIAL BUSINESS DEPARTURE	OFFICIAL BUSINESS TIME START	OFFICIAL BUSINESS TIME END	OFFICIAL BUSINESS ARRIVAL
5	04-25-2015	Saturday												
6	04-26-2015	Sunday					5							
7	04-27-2015	Monday	07:18:53	19:25:46										
8	04-28-2015	Tuesday	07:08:19	18:42:35										
9	04-29-2015	Wednesday	07:24:56	18:59:59										
10	04-30-2015	Thursday	07:07:59	17:23:13		1.25								
11	05-01-2015	Friday												
12	05-02-2015	Saturday												
13	05-03-2015	Sunday												
14	05-04-2015	Monday	07:04:16	11:15:23										
15	05-05-2015	Tuesday												
16	05-06-2015	Wednesday												
17	05-07-2015	Thursday												
18	05-08-2015	Friday												
19	NUMBER OF TIMES TARDY		0											
20	TOTAL TARDINESS		0											

Image 48. Employee Attendance Record

The admin or user can also check the generated DTR Summary Sheet in XLSX format (Image 49). The file includes a compilation of all employees' attendance records. It holds the following information: Name, Tardiness Frequency, No. of Tardiness Hours, Undertime Hours, SL Credits, SL Balance, VL Credits, VL Balance, Total Deductions, OT Regular Day, OT Rest Day or Special Public, OT Special Public Holiday on Rest Day, OT Regular Holiday, OT Regular Holiday on Rest Day, OT Allowance, and Total OT (Image 50). This file will then be given to the Accounting Department for payroll.

DTR-3 for April 25, 2015 to May 8, 2015

Places
Recent
Home
Desktop
Documents
Downloads
Music
Pictures
Videos
Trash
Devices
Push Button Reset
Acer
Recovery
Computer
Network
Browse Network
Connect to Server

DTR-3 for April ...5 to May 8, 2015 Employee

Employee DTR_Summary.xlsx

Image 49. DTR Summary XLSX file

DTR_Summary.xlsx - LibreOffice Calc

A1 f_v Σ = iRipple, Inc. | DTR Summary Sheet for the period April 25, 2015 to May 08, 2015

	B	D	E	F	G	H	I	J	AT	AU	AV	AW	
1	iRipple, Inc. DTR Summary Sheet for the period April 25, 2015 to May 08, 2015												
2	Employee Information		TARDINESS			SL		VL		TOTAL DEDUCTION			
3	NO.	NAME	FREQUENCY	NO. OF HOURS	UNDERTIME	CREDITS	BALANCE	CREDITS	BALANCE	TARDINESS + LEAVE + UNDERTIME	REGULAR DAY	REST DAY OR SPECIAL PUBLIC HOLIDAY	SPECIAL PUBLIC HOLIDAY ON REST DAY
4	1	Arceo, Arwin	0	0.00	0.115	0.00	7.40	0.00	6.40	4.515	0.00	0.50	0.00
5	2	Ardamoy, Ma. Rica Catherine	0	0.00	0.00	0.00	7.40	0.00	6.40	#VALUE!	0.00	0.00	0.00
6	3	Bacani, Eddie Marie	2	0.115	0.145	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
7	4	Balintig, Barbara	0	0.00	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
8	5	Balino, Kamille Diane	2	0.30	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
9	6	Barrión, Jane Katherine	2	0.30	0.00	1.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
10	7	Bayogos, Charmaine	0	0.00	0.00	1.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
11	8	Bernardo, Gianilla Mae	1	0.015	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
12	9	Borlagdan, Aldrin	0	0.00	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
13	10	Buena, Ian Christopher	2	0.10	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
14	11	Buenafe, Rajiv	0	0.00	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
15	12	Cataluna, Christian Gilbert	0	0.00	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
16	13	Cañete, Carol Ann	2	0.45	0.00	0.00	7.40	2.00	7.40	#VALUE!	0.00	0.00	0.00
17	14	Cerbo, Jaycer	0	0.00	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
18	15	Ching, Mark Angelo	2	0.20	0.130	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00
19	16	Cortez, Jomar	1	0.30	0.00	0.00	7.40	0.00	7.40	#VALUE!	0.00	0.00	0.00

Image 50. DTR Summary Sheet